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Contents

[**Organization Hierarchy** 4](#_Toc12023057)

[**General modules** 4](#_Toc12023058)

[**General Dashboard** 4](#_Toc12023059)

[Common Dashboard for all Levels 4](#_Toc12023060)

[Dashboard options for Level – 5,3.1 – Director & HR Panel 6](#_Toc12023061)

[**Project costing module** 7](#_Toc12023062)

[**General Leave module** 8](#_Toc12023063)

[**Sales module - APP** 9](#_Toc12023064)

[**Work Management Module** 11](#_Toc12023065)

[**Target mode module** 12](#_Toc12023066)

[**Attendance Module** 13](#_Toc12023067)

[**Payroll & Pay slip Module** 13](#_Toc12023068)

[**Announcements** 14](#_Toc12023069)

[**Chat** 14](#_Toc12023070)

[**Rating** 14](#_Toc12023071)

[**Panel distribution** 14](#_Toc12023072)

[**Level-5 panel** 14](#_Toc12023073)

[Dashboard 14](#_Toc12023074)

[Add role 16](#_Toc12023075)

[Add RBH 16](#_Toc12023076)

[Add HR 16](#_Toc12023077)

[RBH Leaves 16](#_Toc12023078)

[RBH Reports 17](#_Toc12023079)

[Work management 17](#_Toc12023080)

[Recruiting management 17](#_Toc12023081)

[Sales 17](#_Toc12023082)

[Payroll & Pay slips 17](#_Toc12023083)

[Chat 17](#_Toc12023084)

[Announcements / Events 17](#_Toc12023085)

[Feedback 17](#_Toc12023086)

[Contact Inside Tech Team 17](#_Toc12023087)

[**Level-4 panel** 17](#_Toc12023088)

[Dashboard 17](#_Toc12023089)

[Work management 17](#_Toc12023090)

[Leaves & Late permissions 17](#_Toc12023091)

[Recruiting management 17](#_Toc12023092)

[Sales management 17](#_Toc12023093)

[My Payroll & Pay slips 18](#_Toc12023094)

[Reports 18](#_Toc12023095)

[Sales 18](#_Toc12023096)

[Chat 18](#_Toc12023097)

[Announcements 18](#_Toc12023098)

[Feedback 18](#_Toc12023099)

[**Level-3 panel** 18](#_Toc12023100)

[Dashboard 18](#_Toc12023101)

[Work management 18](#_Toc12023102)

[Leaves & Late permissions 18](#_Toc12023103)

[My Payroll & Pay slips 18](#_Toc12023104)

[Reports 18](#_Toc12023105)

[Chat 18](#_Toc12023106)

[Announcements 18](#_Toc12023107)

[Feedback 18](#_Toc12023108)

[**Level-3.1 HR panel** 18](#_Toc12023109)

[Dashboard 18](#_Toc12023110)

[Add Employees 18](#_Toc12023111)

[Work management 18](#_Toc12023112)

[Leaves & Late permissions 18](#_Toc12023113)

[Recruiting management 18](#_Toc12023114)

[My Payroll & Pay slips 18](#_Toc12023115)

[Reports 19](#_Toc12023116)

[Sales 19](#_Toc12023117)

[Chat 19](#_Toc12023118)

[Announcements 19](#_Toc12023119)

[Feedback 19](#_Toc12023120)

[**Level-2 panel** 19](#_Toc12023121)

[Dashboard 19](#_Toc12023122)

[Work management 19](#_Toc12023123)

[Leaves & Late permissions 19](#_Toc12023124)

[My Payroll & Pay slips 19](#_Toc12023125)

[Reports 19](#_Toc12023126)

[Chat 19](#_Toc12023127)

[Announcements 19](#_Toc12023128)

[Feedback 19](#_Toc12023129)

[Rating 19](#_Toc12023130)

[**Level-1 panel** 19](#_Toc12023131)

[Dashboard 19](#_Toc12023132)

[Work management 19](#_Toc12023133)

[Leaves & Late permissions 19](#_Toc12023134)

[My Payroll & Pay slips 19](#_Toc12023135)

[Reports 19](#_Toc12023136)

[Chat 19](#_Toc12023137)

[Announcements 19](#_Toc12023138)

[Feedback 19](#_Toc12023139)

# **Organization Hierarchy**

# **General modules**

## **General Dashboard**

### Common Dashboard for all Levels

#### Dashboard

1. Announcements
   1. Front end
      1. A tab in dashboard of All Levels
   2. Backend
      1. An input filed. All the announcements released form Level – 2,3,3.1,4,5 will be shown here in scrolling format
   3. Logic
      1. Input field from Level – 2,3,3.1,4,5.
      2. Output tab to Level – 1,2,3,3.1,4,5
      3. On clicking the tab, should be redirected to Announcements page where the employee can find the latest announcements released including the announcements history with date and time and the source of announcement.
      4. An Announcement can be only released by Levels – 2,3,3.1,4,5.
2. Today’s Absentees
   1. Front end
      1. A tab in dashboard of All Levels
   2. Backend
      1. System Automation
   3. Logic
      1. This data will be captured from Attendance.
      2. Attendance of the employees will be collected from Login/ Biometrics/ Barcode etc.
      3. The missing Attendance data of the employee will be marked as Absent and must be displayed in this tab.
      4. No action after clicking.
3. Upcoming birthdays
   1. Front end
      1. A tab in dashboard of All Levels.
      2. Count down of Birthday, Date, Month.
      3. Countdown display should be like “15 days to go for Pushkar’s Birthday.”
      4. On the current date, “Pushkar is celebrating his birthday today. Wish him now...!”
      5. Wishes should be shown in Notifications tab of respective panel.
   2. Backend
      1. An input filed must be provided in “Add employee form” in Level-3.1 Panel (HR Panel).
      2. The output for this filed must be displayed in all level’s dashboard
   3. Logic
      1. Input from Level – 3.1 HR Panel in Add employee form.
      2. Countdown logic
      3. No Onclick action on the tab as well as on Notification
4. Upcoming Events
   1. Front end
      1. A tab in dashboard of All Levels.
      2. Count down of the event.
      3. Countdown display should be like “5 days to go for Weekly meeting”
      4. On the current date, “We have Weekly meeting today at Meeting room – A.”
   2. Backend
      1. An input filed must be provided in Levels -5,4,3,3.1,2 Panels.
      2. The output for this filed must be displayed in all level’s dashboard.
      3. Event can be created for selected employees. Then the notification or information should be sent only to that respective employee.
   3. Logic
      1. Input must be provided at “Announcements / Events” tab of the Level – 5,4,3,3.1,2 Panel.
      2. Output must be displayed in all dashboards of the selected Levels panel.
      3. On clicking the tab, should be redirected to “Announcements / Events” tab of the respective Levels.
      4. Countdown logic
      5. Current date Event should also be displayed in Notifications of the respective panel.
5. New hires
   1. Front end
      1. A tab in dashboard of All Levels.
      2. Welcome button. For every new hire, a “Welcome” button” must be provided.
      3. New hires must receive this welcome message in “Notifications” tab. “Hello (name). Congratulations for getting the job thus we would like you to know that we are all happy and excited to work with you. We believe that your abilities will help our company to grow more and become bigger. Welcome aboard (name).@ Sender name & Designation, Department”
   2. Backend
      1. Input will be taken from the Onboarding process of an employee from Level – 3.1 HR Panel.
      2. Output must be displayed in all Level Panels.
   3. Logic
      1. The process of Onboarding an employee will be done from Level – 3.1 HR Panel.
      2. Once the process of Onboarding an employee completes, the employee will be treated as “New hire”.
      3. This new employee will be shown as New Hire in all Level Panels for one week.
      4. Once the team sends a “Welcome” message to the new hire, information will be removed from the Tab which is present in Dashboard.
      5. No Onclick action.
6. Upcoming Holidays
   1. Front end
      1. A tab in dashboard of All Levels.
      2. Count down of next immediate Holiday
   2. Backend
      1. Input will be taken from the Level – 3.1 HR Panel, “Holidays” tab.
      2. Output must be displayed in all Level Panels.
   3. Logic
      1. Input fields: Holiday name, date picker.
      2. Countdown logic
      3. On clicking this tab, employee must be redirected to Holiday list page.
7. Work Timeline
   1. Front end
      1. A progress bar in dashboard of All Levels.
      2. Progress bar of work done (milestones) vs Date (Start date and end date)
   2. Backend
      1. Input for level-4 panel work timeline is taken from Level-5 panel. Output will be shown in level-4 panel. in progress bar (work completed vs Start date & end date.
      2. Input for level-3 &3.1 panel work timeline is taken from Level-4 panel. Output will be shown in level-3 panel. in progress bar (work completed vs Start date & end date.
      3. Input for level-2 panel work timeline is taken from Level-3 panel. Output will be shown in level-2 panel. in progress bar (work completed vs Start date & end date.
      4. Input for level-1 panel work timeline is taken from Level-2 panel. Output will be shown in level-1 panel. in progress bar (work completed vs Start date & end date.
   3. Logic
      1. Input fields: Work subject, involved resources, No. of Milestones with dates, date picker (start, milestone & end).
      2. Tracking logic. Work completed milestone vs Date
      3. On clicking this tab, employee must be redirected to Holiday list page.

### Dashboard options for Level – 5,3.1 – Director & HR Panel

#### Dashboard

1. RBH leaves (Leaves availed | Leaves available | Leaves Eligible)
   1. Front end
      1. A tab in dashboard of Level 5 – Director & HR Panel only.
      2. RBH name, region, no. of days of leave, Start date & End date.
   2. Backend
      1. Input will be taken from Level – 4 RBH Panel in “Leaves, Apply Leave”.
      2. Output must be displayed in all Level Panels.
   3. Logic

## **Project costing module**

1. Create Project Costing Estimation
   1. Project details
      1. Project name / Working title
      2. Client name, mobile number, email id & communication address
      3. Attach / Upload documents, files etc.
         1. Frontend
            1. All input fields with some mandatory fields
         2. Backend
            1. Automatic Estimation ID
            2. These inputs can be used in later stages
         3. Logic
            1. Input fields
            2. Multiple files upload
            3. Common place for the complete project
   2. Applications required
      1. Website (cloud / desktop)
      2. Android
      3. iOS
      4. Maintenance
         1. Frontend
            1. Radio buttons
            2. Multiple selects
         2. Backend
            1. Multiple select option
         3. Logic
            1. For the applications we select here, departments depend in later stages
   3. Required resources & working days
      1. Departments
      2. Select designation
      3. Select resource
      4. Select type – Complete or Milestones
      5. Select working days (exact or range)
      6. Upload required documents
         1. Frontend
            1. All dropdown fields except departments. It comes from the above steps.
            2. While selecting type “Complete” or “Milestones”, selecting dates differs.
            3. While selecting working days, two options must be provided “Exact” or “Range”.
            4. For “Exact”, a date picker must be provided for start and end.
            5. For “Range”, also a date picker must be provided one time for start and end.
            6. For Milestones, 10 step milestones should be provided and can select “Exact” or “Range” dates for each milestone.

Milestones:

Confirmation

Documentation

Prototype creation, PSD designing

Software designing

Software development

Software testing

Demo-1

Demo-2

Demo-3

Publishing

Maintenance period (Depends on the above selection -b).

* + - 1. Backend
         1. Dependency dropdowns
         2. Input fields
         3. Date selection for “Complete” and “Milestones”.
      2. Logic
         1. By collecting all the resources and required working days for the complete project, pricing depends. An example can be found in the other document named “Project costing example”.
  1. Project estimation
     1. Share
     2. Download
     3. Print
        1. Frontend
        2. Share option
        3. Download option
        4. Print option
        5. Backend
        6. Share through WhatsApp, E-mail, Google Drive etc.
        7. Logic
        8. Can share, download or print the estimation sheet with all the above details in steps wise.

## **Recruitment module**

Add employee

* Pre boarding process
  + Employee name
  + Mobile number
  + Address
  + Department
  + Designation
  + Reporting Authority
  + Salary Break up
  + Compensation Package
  + Date of joining
  + Send documents checklist
  + Send offer letter to mail
  + Get acceptance of offer letter and proceed the employee to further boarding process

On boarding process

Kye (Know your employee)

* Personal information
  + Aadhar
  + Pan card
  + Passport,
  + Address proof:
  + We need to submit two hardcopies and one soft copy (Should be done by Level 2)
  + Rental agreement
  + Electricity bill
  + Address proof by postal department
* Academic Qualification:
  + SSC
  + Intermediate
  + Degree originals
  + Self-Declaration
  + Previous employee details in chronological order
  + Pay slips
  + Promotional letters
  + Financial statements
  + Bank statements related to previous salary deposits
  + Background verification
  + Pay slips of all the companies
  + Experience certificate
  + Verification will be done either telephonic or email
  + Offer letters will be valid only for 6 working days.

## **General Leave module**

1. Leave
   1. Apply for leave / Work from Home
      1. Frontend
         1. Leave form
         2. Input fields: Leave reason, Start and end date, Work sharing partner & Type of leave(request) (radio buttons).
      2. Backend
         1. Level-1 leaves will be forwarded to Level-2,3,3.1 & 4 panels. Approval from Level – 3 &3.1, information for Level – 2 & 4 panels.
         2. Level-2 leaves will be forwarded to Level – 3,3.1 & 4 panels. Approval from Level – 3 & 3.1, information for Level – 4 panel.
         3. Level-3 leaves will be forwarded to Level – 3.1 & 4 panels. Approval & information from Level – 3 & 4.
         4. Level-3.1 leaves will be forwarded to Level – 4 panel. Approval from Level – 4 panel.
         5. Level-4 leaves will be forwarded to Level – 5 panel. Approval from Level – 5 panel. Information to Level – 3.1 panel
         6. Send the leave form following the above through email, panel with accept, reject (buttons) & comments (input field) & type of leave (radio buttons with leave availability).
         7. This notification should also be sent to the panels in “Leave Requests” tab.
         8. While selecting type of leave or applying for work from home, depending on the conditions, the selection should happen. (Refer leave conditions document for the conditions)
      3. Logic
         1. Date picker
         2. Work sharing partner dropdown should contain only same department/ designation employee. And the request should be sent to employee to accept the work sharing request.
         3. Type of leave works on leave conditions.
   2. Time-off permission
      1. Frontend
         1. Time-off form
         2. Input fields: Reason, Start and end time.
      2. Backend
         1. Send the information to Level 3,3.1 & 4 – Manager, HR & RBH through email, panel comments (input field).
         2. This notification should also be sent to the Level 3,3.1 & 4 – Manager, HR & RBH in “Time-off Requests” tab.
         3. Refer leave conditions document for the conditions
      3. Logic
         1. Time picker (with condition, refer leave conditions document)
   3. My leaves
      1. Frontend
         1. Data table display of all types of leaves availed, available & eligible
      2. Backend
         1. Calculation of all leaves availed, available & eligible.
         2. Information for this can be obtained from leave conditions document
      3. Logic
         1. No action just views.

## **Sales module - APP**

1. Login
   1. Frontend
      1. Username
      2. Password
      3. Forgot password
   2. Backend
      1. Username comes from e-mail / phone number / employee id
      2. Password will be sent through mail or SMS at the time of employment
      3. Forgot password can be done through mail or SMS
   3. Logic
      1. This login can be used for tracking attendance
      2. Can also be used for generating payroll
      3. App should work only if the GPS is enabled. Or make the user to start GPS.
2. Dashboard
   1. Frontend
      1. Current location
      2. Ping location
      3. Current incentive achieved
      4. Targets (Progress bar)
         1. Assigned
         2. Achieved
   2. Backend
      1. Track location
      2. Ping location – send the current location to Level – 3,3.1 & 4 HR, Managers & RBH
      3. Current incentive achieved – Incentive scheme will be obtained from Level – 4 RBH Panel. Accordingly, the incentive must be displayed.
      4. Targets achieved – Inputs from Level – 4 RBH panel
   3. Logic
      1. Location services
      2. Incentive calculation depending on the targets achieved within the date or period
      3. Targets progress bar with Assigned vs Achieved
3. Work mode: ON / OFF
   * 1. Frontend
        1. Work mode on / off toggle button
     2. Backend
        1. This functionality helps to track the location, expenses, distance travelled etc
4. Work / visits
   1. Assigned work / visits by date
   2. Achieved work / visits
   3. Mark an achievement
      1. Frontend
         1. Text display from the Level – 4 or 3 RBH or Manager inputs
         2. Mark an achievement – Select a target, upload details with input field and upload files
      2. Backend
         1. Work assigned – Output field from Level – 4 or 3 RBH or Manager
         2. Achieved work – Output filed from “Mark an achievement”
         3. Mark an Achievement – Approval will be taken from Level – 3 Managers.
      3. Logic
         1. Work achievement will be done for targets and will be approved from Level – 3 Managers
5. Leave
   1. Apply for leave / Work from Home
      1. Frontend
         1. Leave form
         2. Input fields: Leave reason, Start and end date, Work sharing partner & Type of leave(request) (radio buttons).
      2. Backend
         1. Send the leave form to Level 3,3.1 & 4 – Manager, HR & RBH through email, panel with accept, reject (buttons) & comments (input field) & type of leave (radio buttons with leave availability).
         2. This notification should also be sent to the Level 3,3.1 & 4 – Manager, HR & RBH in “Leave Requests” tab.
         3. While selecting type of leave or applying for work from home, depending on the conditions, the selection should happen. (Refer leave conditions document for the conditions)
      3. Logic
         1. Date picker
         2. Work sharing partner dropdown should contain only same department/ designation employee. And the request should be sent to employee to accept the work sharing request.
         3. Type of leave works on leave conditions.
   2. Time-off permission
      1. Frontend
         1. Time-off form
         2. Input fields: Reason, Start and end time.
      2. Backend
         1. Send the information to Level 3,3.1 & 4 – Manager, HR & RBH through email, panel comments (input field).
         2. This notification should also be sent to the Level 3,3.1 & 4 – Manager, HR & RBH in “Time-off Requests” tab.
         3. Refer leave conditions document for the conditions
      3. Logic
         1. Time picker (with condition, refer leave conditions document)
   3. My leaves
      1. Frontend
         1. Data table display of all types of leaves availed, available & eligible
      2. Backend
         1. Calculation of all leaves availed, available & eligible.
         2. Information for this can be obtained from leave conditions document
      3. Logic
         1. No action just views.
6. Reports
   1. Add new report
   2. My reports
7. My attendance
8. Incentive scheme
   1. Current incentive scheme
   2. Upcoming incentive scheme
9. Apply for allowances
   1. Upload bills
10. My Payroll & Pay slips
11. Current payroll
12. Request for pay slip
13. Chat
14. Announcements
15. Feedback

## **Work Management Module**

1. Create work
   1. Front end
      1. Input field
   2. Backend
      1. This title can be used as output filed for work name wherever required
   3. Logic
      1. Acts as title of the work
2. Set timeframe
   1. Front end
      1. Date / Time picker
   2. Backend
      1. Can be used as parameters at different places
      2. Work progress bar
   3. Logic
      1. The selected period acts as deadlines for the work
3. Select resources
   1. Select department
   2. Select employee
      1. Front end
         1. Dependency dropdowns
      2. Backend
      3. Logic
         1. The work must be assigned to that particular employees through panels, e-mail & SMS.
4. Upload files (if any)
5. Comments (if any)
6. Assign / Save
   1. Frontend
      1. Upload files input box for comments
      2. Assign / Save button
   2. Back end
   3. Logic
      1. Can upload files for the particular work
      2. Can give comments for the work
      3. On assigning, the work becomes onboard for the selected period and for the selected employees

## **Target mode module**

Target mode:

* On or off:

This on/off option should be present in every level, except level 1

* On:
  + Target will be assigned from the above levels
  + For ex, level-1 targets will be assigned by level-2 and so on.
  + In target mode, it can be revenue based or non-revenue based
  + Target will be interlinked to salary

|  |  |
| --- | --- |
| **Target achieved** | **Percentage of salary credited** |
| 0-30 | 33% |
| 31-50 | 66% |
| 50-70 | 100% |
| 71-90 | 100% + Incentive |
| 91-100 | 100% + Incentive |
| 101+ | 100% + Incentive |

While assigning target:

* For revenue-based target:
  + Revenue target
  + Final deadline
  + Milestone division for
  + 30% - date, revenue
  + 50% - date, revenue
  + 70% - date, revenue
  + 90% - date, revenue
  + 100% - date, revenue
* For non-revenue-based target
  + Work target
  + Final deadline
  + Milestone division for
  + 30% - date, work
  + 50% - date, work
  + 70% - date, work
  + 90% - date, work
  + 100% - date, work

Off:

* Payroll is generally calculated without getting affected by targets

## **Attendance Module**

1. Dynamic attendance calculation from login details, Leave module & Work module

## **Payroll & Pay slip Module**

1. My Salary
   1. Front end
      1. Numbers display
      2. Dynamic salary in numbers (Rs. 20,000 per month | Rs. 16,000 net salary)
   2. Backend
      1. Dynamic calculation from Attendance module Work module
2. Payroll
   1. Frontend
      1. Current month payroll (collect the format in Payroll document)
   2. Backend
      1. Calculation should happen based on Attendance module, Leave module & Work module
      2. Till date salary (day to day cumulative salary)
3. Salary split
   1. Front end
      1. Dynamic split from Level – 3.1 panel
   2. Backend
      1. Calculation for salary split can be obtained from Payroll document
4. Pay slip
   1. Front end
      1. Select month / year
      2. Request for Pay slip
      3. Reason – Text field
   2. Backend
      1. Send this request form to Level – 3.1 panel
5. Other forms
   1. Front end
      1. Request for form 16
      2. Reason – Text field
   2. Backend
      1. Send this request form to Level – 3.1 panel

## **Announcements**

1. Frontend
   1. Public announcements / Private announcements
   2. Text box
   3. Upload files option
   4. Department / Designation / Employee selection
2. Backend
   1. Public announcements are given when the announcement is planned to announce all the members in the company
   2. Private announcements are given for only selected employees

## **Chat**

1. Front end
   1. Same as WhatsApp
   2. Can chat with any employee by searching department / designation / name
2. Backend
   1. Chat functionality
   2. Upload files
   3. Send live / current location

## **Rating**

1. Any team member can rate the company in a scale of 10.
2. Rating can be given with a period gap of 30days.
3. These ratings (only ratings not feedbacks) are common for all the company levels and should be displayed in dashboard.
4. Identity is hidden for rating.
   1. Front end
      1. Rating scale up to 10
      2. Input field for feedback (one good thing in the company, one bad thing in the company, one suggestion for the company).
   2. Backend
      1. Average Rating should be taken
      2. Identity should be hidden
      3. Average rating should be displayed in all panel’s dashboard
      4. Access to this Rating & Feedback comes for every 30 days.

# **Panel distribution**

## **Level-5 panel**

### Dashboard

### Add role

1. Add Department
2. Add Designation
3. Add Level
4. Add Roles and Responsibilities

### Add RBH

1. Confirm RBH (Receive request from Regional HR – Level-3.1)

### Add HR

### RBH Leaves

1. Leave Requests (Accept / Reject / Comment)

### RBH Reports

1. RBH Reports
2. Report Insights

### Work management

1. Assign work to RBH (Work | Start date | End date)
2. Work status for the assigned work

### Recruiting management

1. Current / Create / Status of requirement

### Sales

1. Sales Progress
2. Sales pipeline
3. Sales income for the last 30days. (can be altered)
4. Achieved target vs Actual target

### Payroll & Pay slips

1. Payrolls / Pay slips region wise

### Chat

1. Like WhatsApp

### Announcements / Events

1. Release announcements for the selected region/s

### Feedback

1. Feedback’s segregated by levels

### Contact Inside Tech Team

1. Raise a ticket

## **Level-4 panel**

### Dashboard

### Work management

### Leaves & Late permissions

Requests

### Recruiting management

### Sales management

BD executives’ locations

Targets

Types of targets

Approve achievements

Incentive scheme

### My Payroll & Pay slips

### Reports

### Sales

### Chat

### Announcements

### Feedback

## **Level-3 panel**

### Dashboard

### Work management

### Leaves & Late permissions

Requests

### My Payroll & Pay slips

### Reports

### Chat

### Announcements

### Feedback

## **Level-3.1 HR panel**

### Dashboard

### Add Employees

1. New employee registration from
   1. Front end
   2. Backend
   3. Logic

### Work management

### Leaves & Late permissions

Requests

### Recruiting management

Resource requirement

### My Payroll & Pay slips

Requests

### Reports

### Sales

### Chat

### Announcements

### Feedback

## **Level-2 panel**

### Dashboard

### Work management

### Leaves & Late permissions

### My Payroll & Pay slips

### Reports

### Chat

### Announcements

### Feedback

### Rating

## **Level-1 panel**

### Dashboard

### Work management

### Leaves & Late permissions

### My Payroll & Pay slips

### Reports

### Chat

### Announcements

### Feedback